

City of Annapolis

*160 Duke Of Gloucester Street
Annapolis, MD 21401*



Standing Committee Minutes

Tuesday, July 14, 2015

4:00 PM

Mayor John T. Chambers, Jr.
City Council Chambers

Rules & City Government Committee

1. Call To Order

Present: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

2. Business before Committee

Approval of Minutes

[RCG060916](#) Approval of Minutes for the Regular Meeting

Attachments: [June 9, 2015](#)

Alderwoman Finlayson moved to approve. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:

Aye: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

3. Legislation before Committee

[R-15-15](#) Exempt Service - Job Description - For the purpose of approving the updated Job Description for the City Attorney position.

Attachments: [R-15-15 CityAttorney.docx](#)
[R-15-15 CityAttorney Job Description 2015 redline.docx](#)
[R-15-15 Staff Report.docx](#)
[R-15-15 Fiscal Impact.pdf](#)
[R-15-15 RCG Amendments.docx](#)
[R-15-15 Signed.pdf](#)

City Attorney Job Description 2015

*Amendment #1
Under Examples of Work:
second bullet delete "on"*

*Amendment #2
Under Required knowledge, Skills and Abilities:
At the end of the paragraph delete "period" add "and the Federal and State court system".*

Alderwoman Finlayson moved to recommend with amendments. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:

Aye: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

[R-17-15](#) Personnel Rules and Regulations - For the purpose of approving updated and modified Rules and Regulations of the Personnel System.

Attachments: [R-17-15 Resolution.docx](#)
[R-17-15 Personnel Rules and Regs Clean Revised Version.pdf](#)
[R-17-15 List of Appendices.docx](#)
[R-17-15 Staff Report.docx](#)
[R-17-15 Appendix-A Transit Drug Alcohol Policy.docx](#)
[R-17-15 Appendix-B FMCSA Drug and Alcohol Testing Policy.docx](#)
[R-17-15 Appendix-C Non DOT Drug and Alcohol Testing Policy.docx](#)
[R-17-15 Appendix-D Drug Alcohol Policy Assignment by Classification.xls](#)
[R-17-15 Appendix-E Employee Benefits Center.pdf](#)
[R-17-15 Appendix-F Employee Recognition and Reward Program.docx](#)
[R-17-15 Appendix-G Employment Non-Discrimination Policy.docx](#)
[R-17-15 Appendix-H Equal Employment Opportunity.pdf](#)
[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for Ee's Serious Hlth Condition.pdf](#)
[R-17-15 Appendix-I FMLA - Certification of Health Care Provider for Family Member's Serious Hlth Condition.pdf](#)
[R-17-15 Appendix-I FMLA - Designation Notice.pdf](#)
[R-17-15 Appendix-I FMLA -Employee Rights & Repsonsibilities.pdf](#)
[R-17-15 Appendix-J Fact Sheet The Health Insurance Portability and Accountability Act \(HIPAA\).mht](#)
[R-17-15 Appendix-K MIT - Electronic Mail Policy.docx](#)
[R-17-15 Appendix-L MIT - Electronic Use Policy.docx](#)
[R-17-15 Appendix-M MIT - Social Media Policy.docx](#)
[R-17-15 Appendix-N MIT - Software and Data Code of Ethics.docx](#)
[R-17-15 Appendix-O Notice to Employees Regarding Rules and Regulations.docx](#)
[R-17-15 Appendix-P Safety Manual.docx](#)
[R-17-15 Appendix-Q WC BROCHURE \(2012-10-23\).xls](#)
[R-17-15 Appendix-R Workplace Violence Policy.docx](#)
[Strikeout Version Rules and Regulations1992.doc](#)
[Appendix-A.Transit Drug Alcohol Policy \(Amended\).doc](#)
[Appendix-M.MIT - Social Media Policy\(Amended\).doc](#)

O-31-15

Title 3 HUMAN RESOURCES - For the purpose of rewriting and revising certain sections of Title 3, Human Resources; to simplify and reorganize that Title for ease of use, to clarify processes, to remove obsolete language, to include substantive changes; and matters generally relating to Title 3.

Attachments: [O-31-15 Title 3.pdf](#)
[O-31-15 Staff Report.docx](#)
[O-31-15 Fiscal Impact.pdf](#)
[O-31-15 Rules Proposed Amendments.docx](#)
[O-31-15 Signed.pdf](#)

Human Resources Director Rensted gave a presentation on the legislation and answered questions from the committee.

Amendment #1

*Page 3, Line 17, Number 1 add a period after "Mayor."
Page 3 Line 18 , Number 2 The City Manager , with the approval of the mayor , for the Director of each Department.
Page 3, Line 21, Change number 2 to Number 3.*

Amendment #2

Amendment #3

Amendment #4

[O-23-15](#) Modifications to the Tables of Uses for Business and Mixed Use Zoning Districts - For the purpose of adding "Personal Fitness Studios" to the tables of uses; defining "personal fitness studios" and "Physical Health Facilities," and all other matters generally relating to such uses.

Attachments: [O-23-15 Fitness Studios ZT Uses.docx](#)
[O-23-15 Staff Report.docx](#)
[O-23-15 Fiscal Impact.pdf](#)
[O-23-15 PC Findings.pdf](#)
[O-23-15 PC Amendment 7-2-15.docx](#)
[O-23-15 Signed.pdf](#)

[O-30-15](#) Exempt Service - Positions Included - For the purpose of including the positions of Attorney 1 and Attorney 2 to the Exempt Service set forth in Chapter 3.08 of the Code of the City of Annapolis; and all other matters generally relating to positions included in the exempt service.

Attachments: [O-30-15 Attorney 1and2.docx](#)
[O-30-15 Staff Report.docx](#)
[O-30-15 Fiscal Impact.pdf](#)
[O-30-15 Attorney1 Job Description.docx](#)
[O-30-15 Attorney2 Job Description.docx](#)
[O-30-15 Signed.pdf](#)

Human Resources Director Rensted gave a presentation on the legislation. Assistant City

Attorney Elson was also present and answered questions from the committee.

Alderman Arnett moved to postpone. Seconded. A roll call vote was taken. The motion CARRIED by the following vote:

Aye: 3 - Alderwoman Pindell Charles, Alderwoman Finlayson and Alderman Arnett

4. Adjournment

5:56 p.m.

Anyone needing reasonable accommodation to be able to participate in a public meeting held by the City of Annapolis should contact Cyndi Gaines at 410.260.3438, by MD Relay (711), or by email at cgaines@annapolis.gov at least five days prior to the meeting date to request assistance.

We encourage citizens to attend and participate in City Council Meetings. If you are unable to attend, the meetings can be viewed live on Channel 99/100 for all Comcast subscribers and on Channel 34 for Verizon customers. The meeting can also be viewed on computer and mobile devices by going to <http://bit.ly/1gCd4pL> during the meetings.

Note

Note

4:10 p.m.